

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

December 5, 2007

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TITLE:	Child Protection Specialist Supervisor
POSITION NO:	00243
LOCATION:	Child & Family Services Divison, Missoula
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$38,769 annually is entry-level salary
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, December 19, 2007**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume is due at time of application.

Applicant must have a valid drivers license and access to a vehicle. The successful applicant will be required to sign a Driving Release Record Form. May sometimes be on call 24 hours a day to provide services in emergency situations. Regular shifts may include nights and weekends.

TRAINING ASSIGNMENT: If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but two years of the required education/experience. Salary depends upon education and experience.

CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job. The department will also conduct a child protective services check to determine if the applicant has any involvement with the CPS system, which would be relevant to the position.

TYPICAL DUTIES: This position provides supervision to line social workers, including, assignment of cases; case management supervision; reviews and evaluation of work; fills in for absent workers; coordinates office activities; meets with supervisors as requested; and coordinates regularly scheduled staff meetings. This position will also provide direct services to a limited number of cases.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of the philosophy, principles and practices of social welfare including professional methods and techniques of counseling and social casework as related to specific field or assignment; laws, rules and practices relating to the provision of social services by federal and state government.

Skills: Skill in establishing community and public relations; evaluating the success or failure of plans for intervention; communicating effectively; working well with employees, other agencies and the public; and mediation and conflict resolution.

Abilities: Ability to plan, supervise and direct the activities of a group of professional and clerical personnel; present ideas clearly, concisely and effectively, orally and in writing; deal successfully with individuals and groups of all types; work independently; and make objective decisions in crisis situations.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in Social Work, Psychology, Sociology, or Human Service related field **AND** three years job related experience including one-year supervisory experience **OR** Bachelor's degree in an unrelated field may be considered with a minimum of five years child protective services experience which must include at least one year of demonstrated leadership ability.

Demonstrated leadership ability may include, but is not limited to: chair/leader of foster care review committee, chair/leader of child protection team, lead worker in work unit, facilitator of kids management authority or community forum, organizer of community project(s), or mentor for new staff.

Demonstration of an established, year-long pattern of seeking, accepting and acting in roles of increased responsibility will count as demonstrated leadership ability.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
4. Resume is due at time of application; and
5. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered

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a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: Child Protection Specialist Supervisor
Position: #00243
Location: Child & Family Services Divison, Missoula

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. What do you perceive to be the basic functions of a social worker supervisor? Please discuss your own strengths and weaknesses in light of these basic functions.